

INSTALLATION STATUS REPORT (ISR)

POST EXCHANGE

PROPONENT: US ARMY COMMUNITY & FAMILY SUPPORT CTR, CFSC-SP (703) 681-7431/DSN 761-7431

REVISION DATE: 30 SEPTEMBER 2002
FOR USE WITH THE 2003 ISR DATA COLLECTION

INCLUDES THE FOLLOWING FCG(s):

- **F74020 - MILITARY CLOTHING SALES (SF)***
- **F74051 - EXCHANGE EATING FACILITIES (SF)**
- **F74052 - EXCHANGE SERVICE STATIONS (SF)**
- **F74053 - EXCHANGE RETAIL FACILITIES (SF)**
- **F74054 - EXCHANGE SUPPORT FACILITIES (SF)**
- **F74055 - EXCHANGE WAREHOUSE (SF)**
- **F74059 - EXCHANGE CAR WASH (SF)**

STANDARDS BOOKLET

BOOKLET 39

* FCG Unit of Measure. Refer to *Implementing Instructions*, Appendix G, for definition.

ISR FACILITY INSPECTION INSTRUCTIONS

1. Select the appropriate inspection worksheet and rating standards booklet to evaluate your facility (the appropriate booklet number is identified in the upper right corner of the worksheet). Only use worksheets that have been produced by the current ISR1 software, i.e., barcodes and correct installation and facility information are printed at the top of the page. In particular, verify that the building number on the worksheet matches that of the facility you are inspecting, and the Facility Category Group (FCG) description on the worksheet matches the space you will be rating in the facility (some facilities consist of space from several FCGs, each of which will require a separate worksheet and associated rating booklet).
2. At the top of the inspection worksheet, enter Inspector name and phone number, and the date completed.
3. Rate each component on the inspection worksheet by selecting the color rating that BEST FITS the component being evaluated. First look at the picture in the standards booklet, then at the rating elements under each color to determine which color best describes the overall condition of the component being rated. Then place an "X" in the appropriate box on the inspection worksheet. If an inspection component is not in the facility and it is not needed, place an "X" in the "N/A" box for that component. If an inspection component is not in the facility and it is needed, rate that component as RED.
4. RED ratings require comment. For every component that is rated RED, write a brief explanation in the space provided on the inspection worksheet. For each RED rating, consider submitting a work order to correct the deficiency.
5. Sum the number of "X"s in each column and record each total on the line designated at the bottom of the column.
6. Identify the Overall Quality Rating. The Overall Quality Rating is the color that received the most ratings among the inspected components. This was calculated in Step 5 above. If there is a tie for the most color ratings, then the lower color rating prevails and is the Overall Quality Rating for the facility. Circle the appropriate Overall Color Rating choice in the upper right hand corner of the worksheet.
7. Optional: write a brief comment concerning any facility location issues, such as location of the facility on the installation, proximity to related facilities, and appropriate vehicle access. Continue on the reverse of the inspection worksheet if needed.
8. Optional: write a brief comment concerning any environmental, health, safety, and historic preservation issues. Continue on the reverse of the inspection worksheet if needed.
9. Have the unit commander or activity director review and sign the inspection worksheet, and add any desired comment.

COMMUNITY FACILITY WORKSHEET
(Use with Booklet #39)
POST EXCHANGE

Overall Quality Rating
(Circle One):

Green Amber Red

Facility Number:
Facility User UIC:
Facility Category Group:
Unit of Measure:

Installation
Number:

Inspector:

Phone #:

Date Completed:

FACILITY CONDITION ASSESSMENT

Condition of Each Component

Place an "X" in the box that applies to each component.

Inspection Component	GREEN	AMBER	RED	N/A
Common Building Areas				
1. Site & Grounds	[]	[]	[]	[]
2. Parking	[]	[]	[]	[]
3. Building Exterior	[]	[]	[]	[]
4. Loading Dock	[]	[]	[]	[]
5. Lobby	[]	[]	[]	[]
6. Administrative Areas	[]	[]	[]	[]
7. Stairs	[]	[]	[]	[]
8. Corridors	[]	[]	[]	[]
9. Toilets	[]	[]	[]	[]
10. Utilities	[]	[]	[]	[]
Facility Specific Areas				
11. Merchandise Storage	[]	[]	[]	[]
12. Sales Area	[]	[]	[]	[]
13. Eating Facilities	[]	[]	[]	[]
Overall Quality Rating:	[]	[]	[]	

Mark the color with the greatest number of "X"s. If two or more colors have equal number of "X"s, choose the worst color rating.

Red Rating Explanation: _____

Location Comment: _____

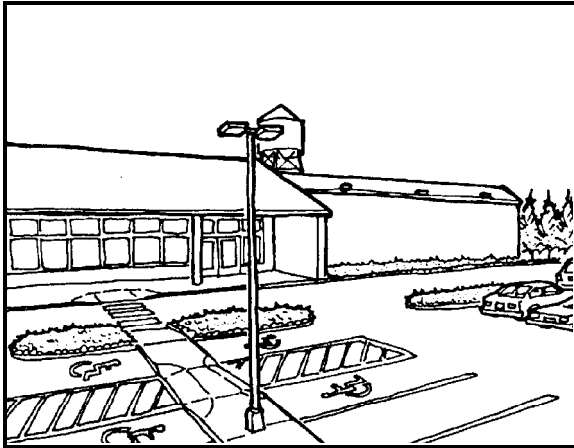
Environmental, Health, Safety, & Preservation (EHSP) Comment: _____

COMMANDER/DIRECTOR SIGNATURE _____

POST EXCHANGE STANDARDS BOOKLET

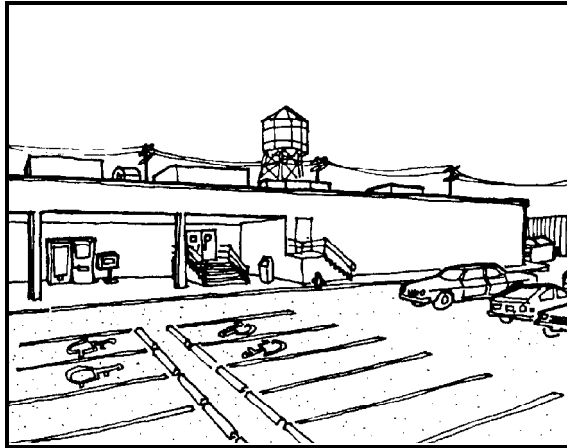
SITE & GROUNDS

GREEN



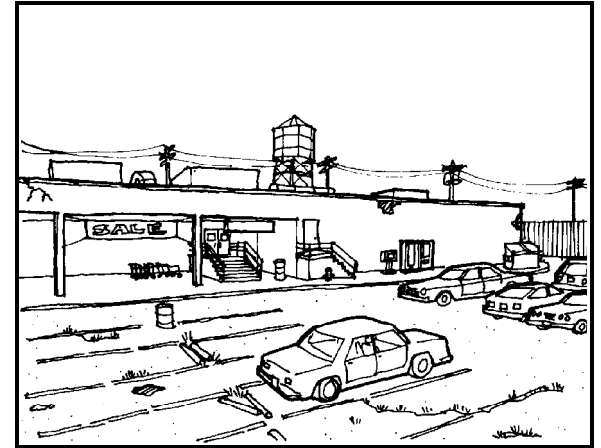
- Landscape fully developed, appropriate to the area, & easy to maintain
- Curb, gutter, & paved sidewalk installed with paved sidewalk from parking to facility
- Utility services and equipment appropriately screened
- Site handicapped accessible
- Dumpster appropriately screened
- Site lighting properly placed and functional
- Surrounded by compatible activities or transition through use of landscaping and site development

AMBER



- Minimal landscaping
- Sidewalks installed, gravel walkways from parking to facility
- Utility service lines and equipment orderly in appearance
- Some handicap provisions
- Dumpster located in service area
- Site lighting provided
- Incompatible surrounding activities have minor impact

RED

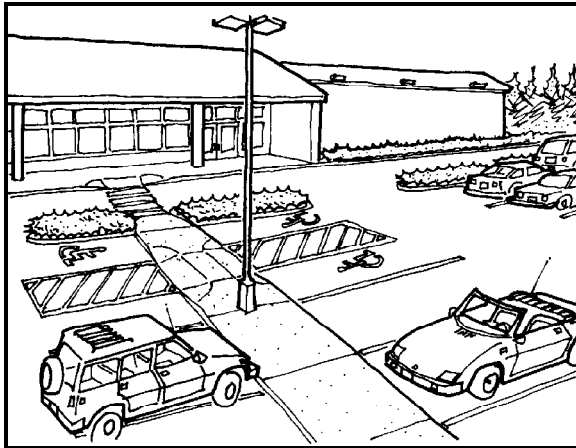


- Poorly developed or no landscaping with poor drainage
- Sidewalks in disrepair or not installed, no walkways from parking to facility
- Utility service lines and equipment exposed and disorderly
- No provision for the handicapped
- Dumpster not screened
- Damaged, inadequate, or no lighting
- Impacted by surrounding incompatible activities

POST EXCHANGE STANDARDS BOOKLET

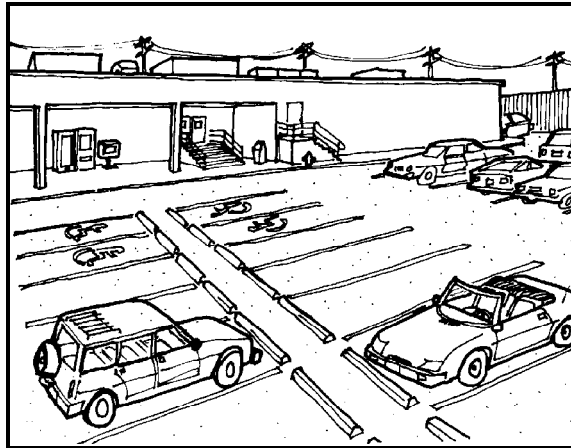
PARKING

GREEN



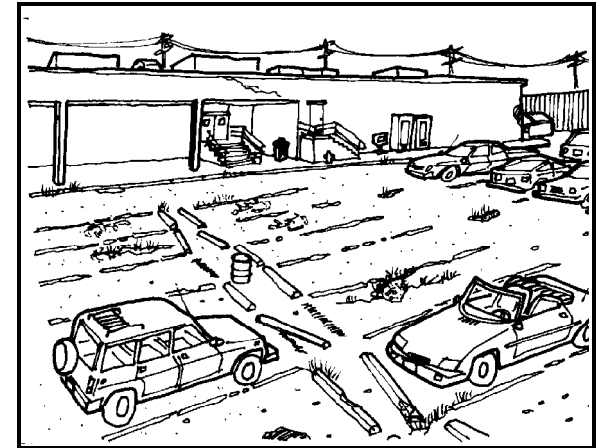
- Smooth, level pavement without large holes or cracks
- Parking spaces adequately sized and marked
- Drainage adequate
- Parking close to facility
- Handicapped parking provided
- High efficiency site lighting
- Adequate parking for all employees and visitors
- Site fully developed with landscaping and site features

AMBER



- Uneven pavement with large holes or cracks
- Parking spaces marked on pavement and are small
- Some drainage problems
- Parking within the vicinity of the facility
- Limited handicapped parking
- Site lighting provided
- Adequate parking for most employees and visitors
- Site includes some design features

RED

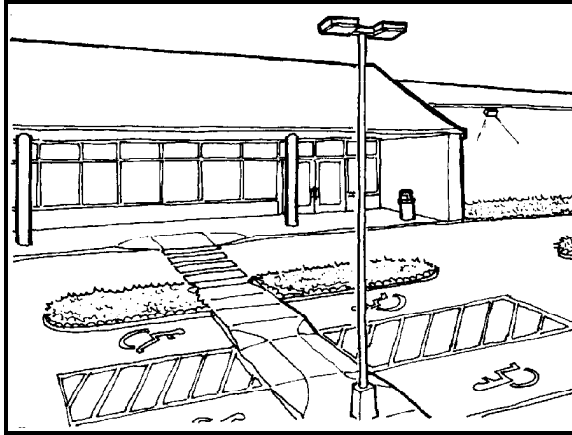


- Unpaved
- Parking spaces not identified
- Drainage problems
- No parking within the vicinity of the facility
- No handicapped parking
- No site lighting
- Inadequate parking for employees and visitors
- Open lot without distinguishing features

POST EXCHANGE STANDARDS BOOKLET

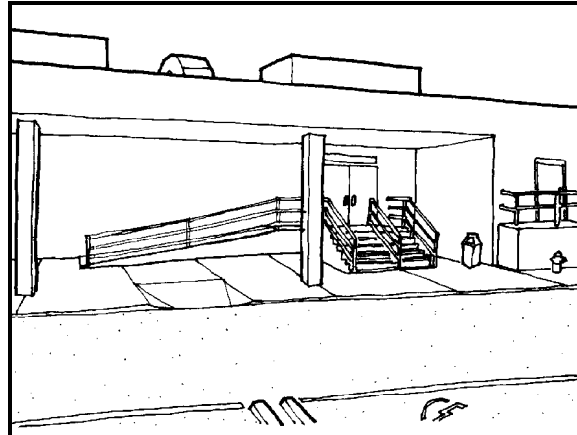
BUILDING EXTERIOR

GREEN



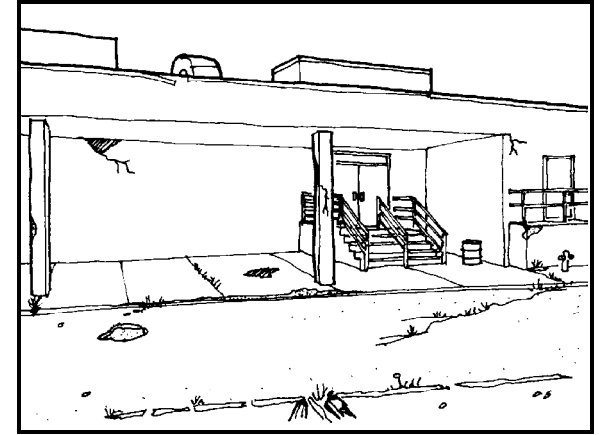
- Walls, windows and doors in sound condition
- Roof in good repair and fits architectural theme
- Gutters & down spouts function and fit design theme
- Entry emphasized by design
- Full handicapped access integral part of design
- Exterior components, colors and materials have a coordinated design theme and are in good condition
- Mechanical equipment screened in keeping with building design
- Exterior signage clearly visible and follows the AAFES standards.

AMBER



- Windows, doors, & structure in good repair
- Roof in good shape
- Gutters and down spouts in good repair
- Entry in good repair
- Handicapped access in place
- Walls in good repair and painted
- Mechanical equipment painted to match building color
- Exterior signage exists, not clearly visible

RED

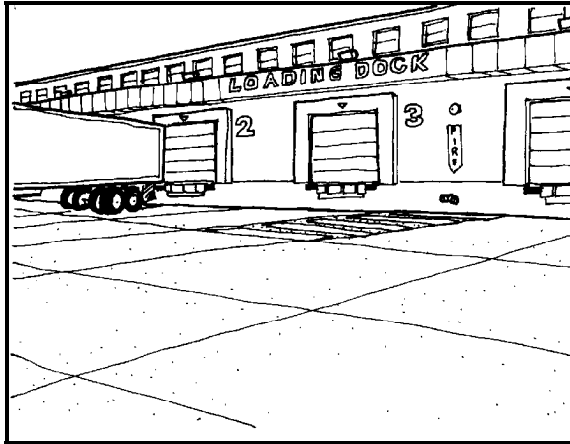


- Windows, doors, & siding broken or missing
- Roof leaks
- Gutter and down spouts missing or broken
- Entry in disrepair
- Building inaccessible to handicapped
- Exterior walls have cracks and need painting
- Unscreened mechanical equipment
- Inadequate exterior signage

POST EXCHANGE STANDARDS BOOKLET

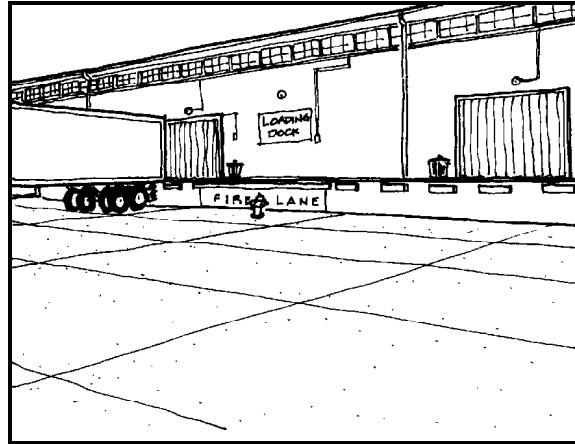
LOADING DOCK

GREEN



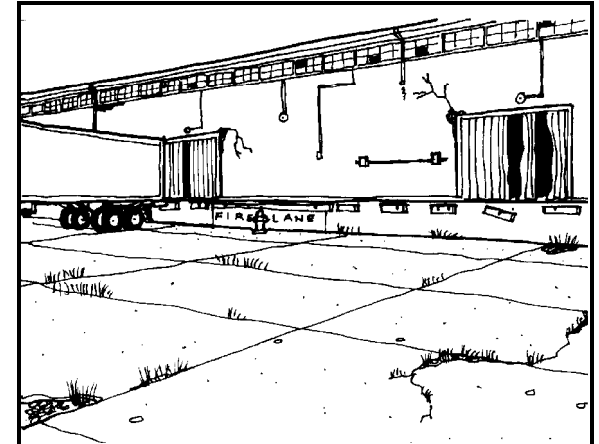
- Covered loading/service dock
- High efficiency lighting
- Dumpster screen incorporated into loading dock area design
- Building utility lines concealed

AMBER



- Open loading/service dock
- Minimal exterior lighting
- Dumpster located inconspicuously
- Building mechanical equipment partially screened or painted

RED

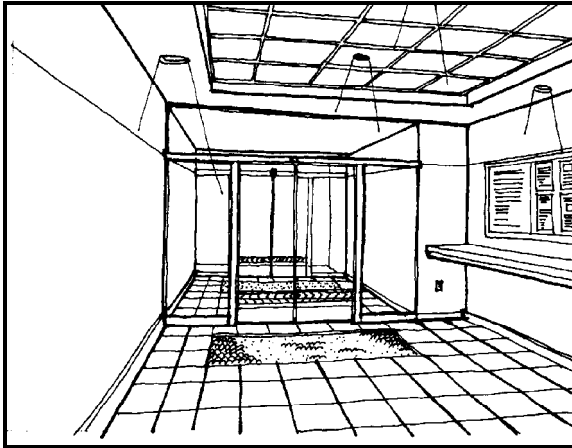


- No loading dock
- No lighting
- Dumpster and other equipment do not relate to primary building color
- Building equipment and utility lines unsightly and disorderly

POST EXCHANGE STANDARDS BOOKLET

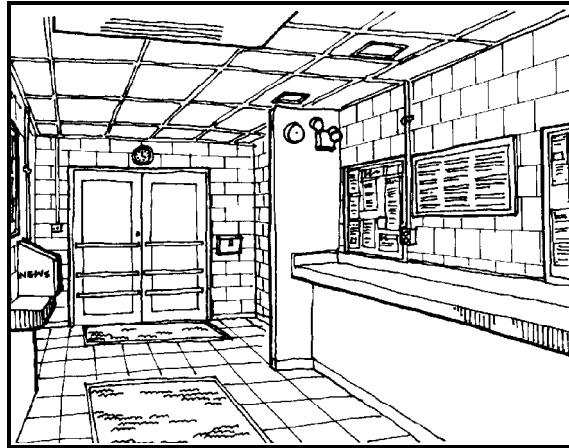
LOBBY

GREEN



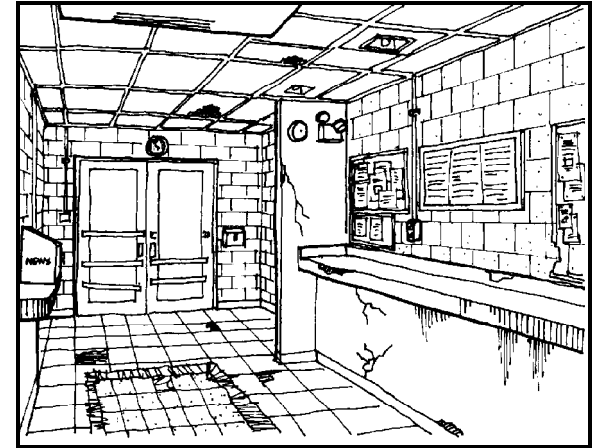
- Durable wall covering with ample, properly placed electrical fixtures
- Quality ceiling, with integrated lighting system and emergency lights
- Coherent, complete design of colors, material, and finishes
- Coordinated signage in accordance with the AAFES standards with building directory in lobby

AMBER



- Walls in good repair, electrical conduits covered to match wall colors
- Ceiling in good repair with sufficient lighting
- Attractive arrangement of room colors
- Signage minimal

RED

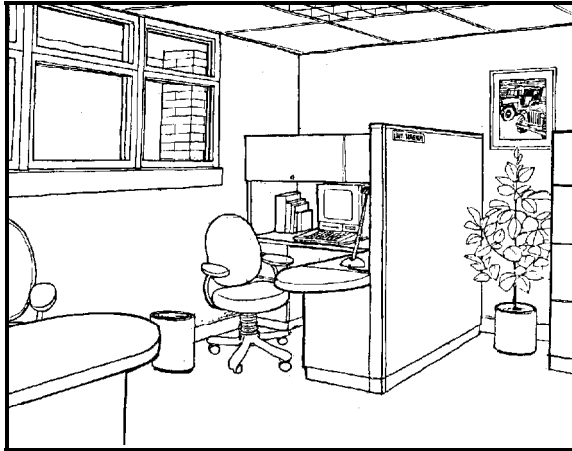


- Damaged wall covering, exposed conduit and cord run down the wall
- Damaged and stained ceiling with insufficient or poor lighting
- Disjointed combination of room colors
- No or poor signage

POST EXCHANGE STANDARDS BOOKLET

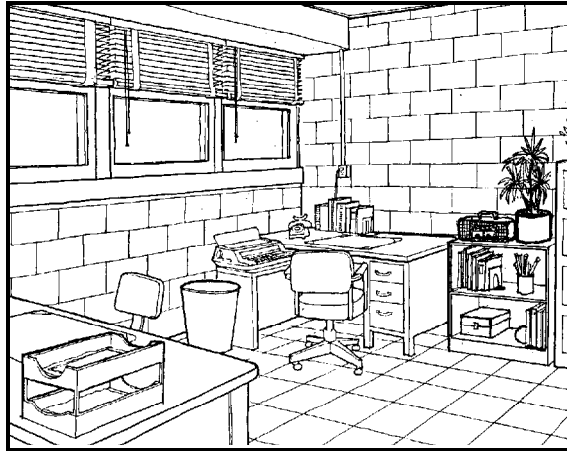
ADMINISTRATIVE AREAS

GREEN



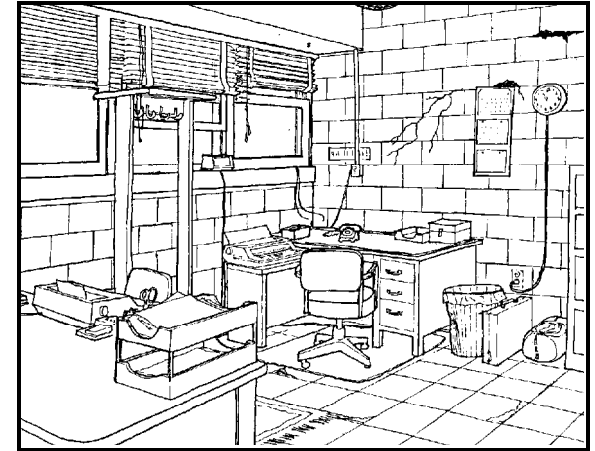
- Floor and wall materials of durable materials with complete finish details
- Quality ceiling with integrated lighting system
- Flexible, efficient layout with separate space requirements satisfied
- Complete, coherent interior design of coordinated colors, materials, and finishes
- Sufficient associated storage
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

AMBER



- Good floor and walls with electrical conduit covered to match wall color
- Ceiling in good repair with appropriate lighting
- Satisfactory layout of space
- Attractive arrangement of colors and materials
- Inadequate storage space
- HVAC has some areas outside normal comfort cooling and heating

RED

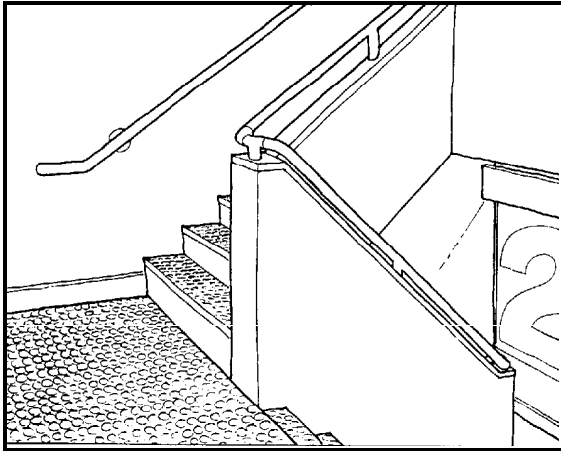


- Damaged or stained floor and walls, exposed electrical conduit and cords
- Damaged ceiling and inadequate lighting
- Poor, inefficient layout of building space
- Disjointed combination of room colors, and materials, incomplete in detail
- Inadequate storage space
- HVAC does not maintain normal comfort cooling and heating

POST EXCHANGE STANDARDS BOOKLET

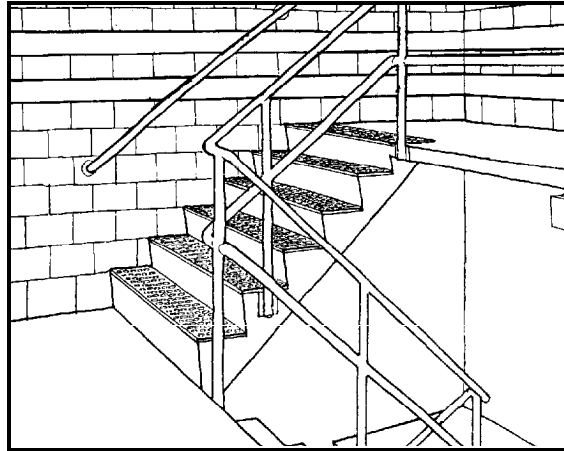
STAIRS

GREEN



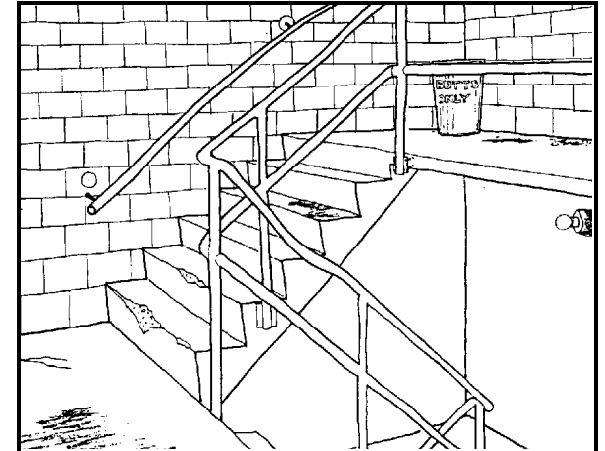
- Quality floor covering of landings and stairs with nonskid features
- Coordinated design of wall and ceiling colors, materials, finishes and handrail
- Design integrated lighting fixtures and emergency lighting
- Signage conforms to design

AMBER



- Landing and stairs free from defects with adequate skid protection
- Ceiling and walls in good repair
- Suitable lighting with emergency lights provided
- Signs to indicate floor number

RED

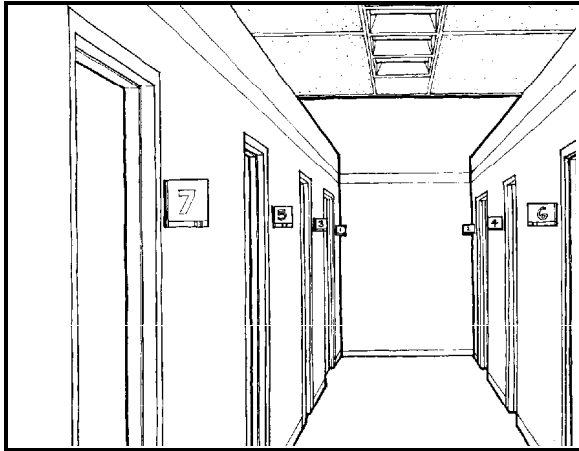


- Landing and stairs in need of repair
- Damaged walls and handrail, exposed conduit along walls
- Minimal lighting
- Poor or no signage

POST EXCHANGE STANDARDS BOOKLET

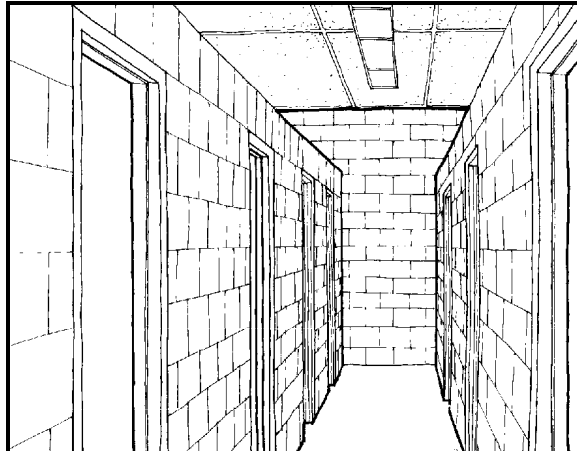
CORRIDORS

GREEN



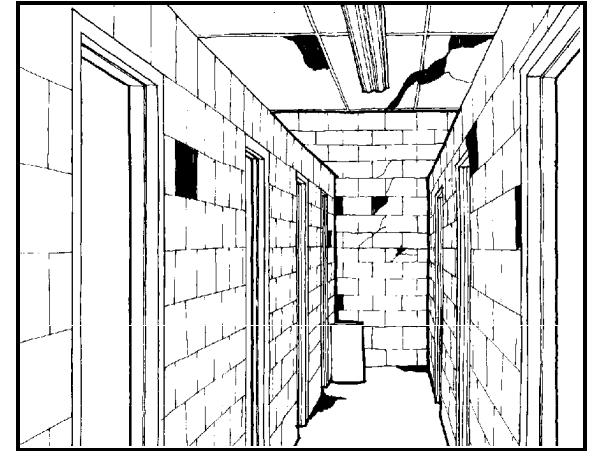
- Quality wall coverings and finishes with proper signage and electrical fixtures
- Integrated ceiling with lighting system
- Coordinated design of colors, materials, fixtures and finishes
- Corridors clear of obstructions

AMBER



- Wall covering in good shape, electrical conduit covered to match wall colors
- Ceiling in good repair with sufficient lighting
- Good quality finishes of floor and walls
- Corridor free of major obstructions

RED

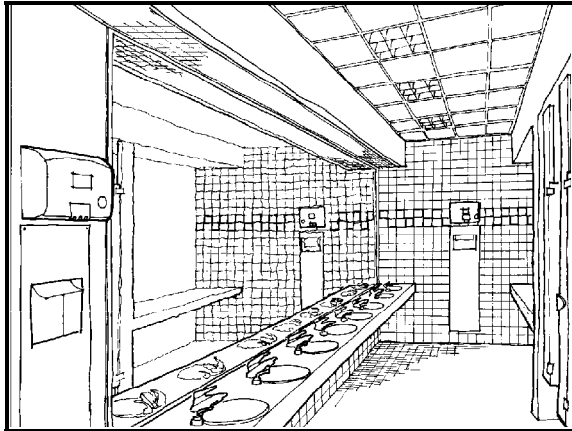


- Damaged wall covering, exposed conduit and piping along wall
- Damaged or stained ceiling with poor or inadequate lighting
- Mismatched assortment of colors and materials
- Corridor obstructed by public telephone, fire extinguisher, etc.

POST EXCHANGE STANDARDS BOOKLET

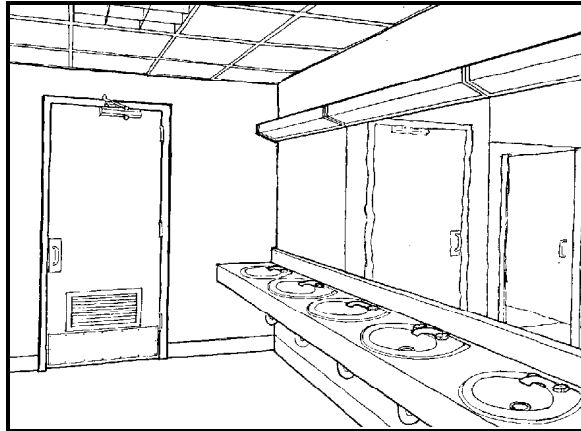
TOILETS

GREEN



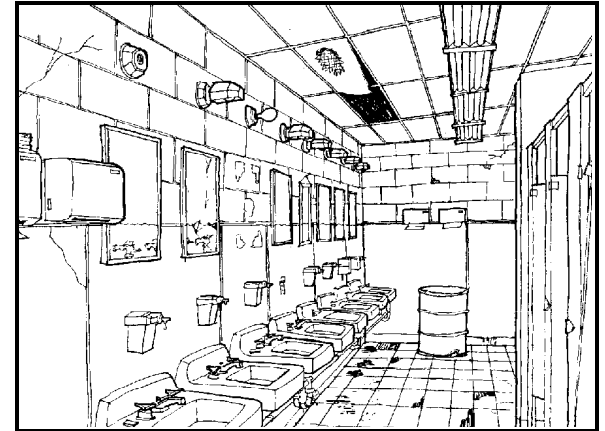
- Walls of quality, durable material, ample safety electrical outlets
- High quality ceiling with integrated lighting and ventilation
- Complete interior design of coordinated colors, fixture and finishes of durable maintainable materials
- Full handicapped accessibility
- Adequate facilities for population served
- Ample hot water and water pressure
- Built-in ventilation fan and electrical safety outlets

AMBER



- Wall covering in good state of repair, electrical conduit painted to match wall
- Ceiling in good repair with adequate lighting and ventilation
- Sound use of color and materials with all fixtures and finishes in good shape
- Some provisions made for handicapped accessibility
- Adequate facilities for population served
- Insufficient hot water or water pressure
- Insufficient number of electrical safety outlets

RED



- Floors and walls damaged and stained, exposed electrical conduit, piping, etc.
- Ceiling in disrepair, poor or insufficient lighting and ventilation
- Mismatched colors and finishes, some fixtures and components missing or damaged
- No handicapped accessibility
- Insufficient facilities for population served
- No hot water or water pressure
- No built-in ventilation fan and/or electrical safety outlets

POST EXCHANGE STANDARDS BOOKLET

UTILITIES

GREEN

- Modern and sufficient electrical fixtures and system in good operation
- Water system with sufficient pressure and flow at all times
- Drainage system operates without leaks or blockages
- Sufficient and operable telephone system
- Heating, ventilation and air conditioning (HVAC) system maintains normal comfort cooling and heating

AMBER

- Adequate electrical fixtures with few system failures
- Water system adequate with minor pressure and flow problems
- Drainage system has minor problems
- Adequate telephone system support
- HVAC has some areas outside normal comfort cooling and heating

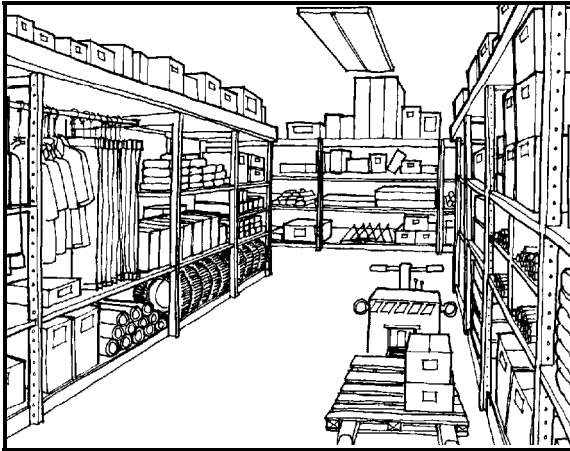
RED

- Inadequate electrical system with frequent failures
- Water system with leaks and pressure and flow problems
- Drainage system has frequent leaks and blockages
- Inadequate telephone system subject to failures
- HVAC does not maintain normal comfort cooling and heating

POST EXCHANGE STANDARDS BOOKLET

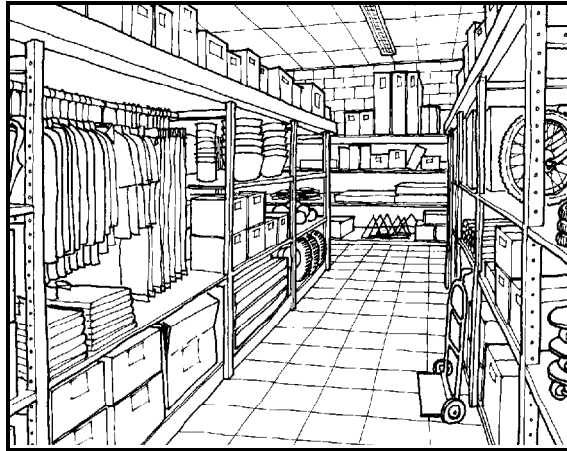
MERCHANDISE STORAGE

GREEN



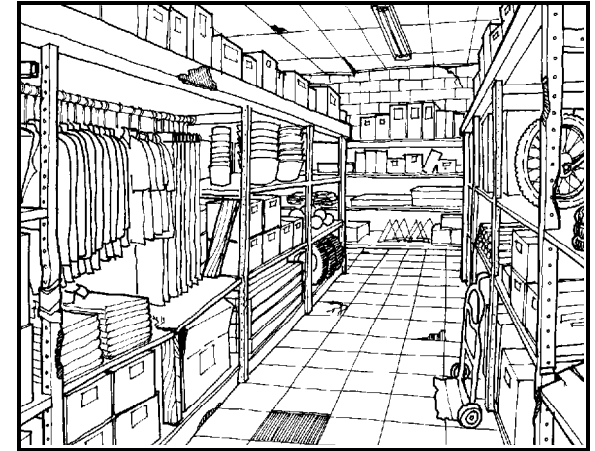
- Walls, ceiling and floors in good repair
- Storage immediately adjacent to sales areas
- Well lit
- Loading dock

AMBER



- Walls, ceiling and floors cracked, worn or damaged
- Storage areas separate from sales area
- Lighting adequate
- No loading dock

RED



- No storage area near retail area
- Inadequate lighting
- No loading dock

POST EXCHANGE STANDARDS BOOKLET

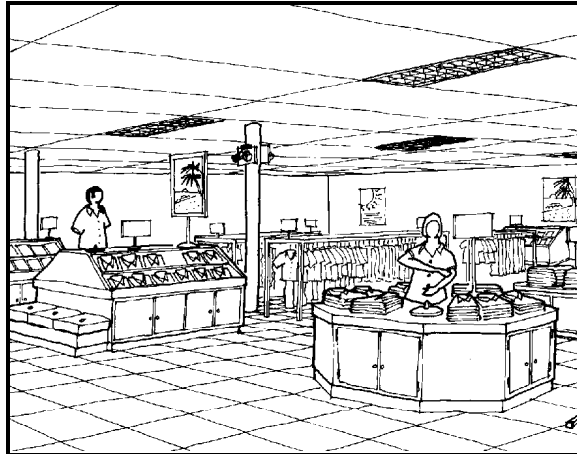
SALES AREA

GREEN



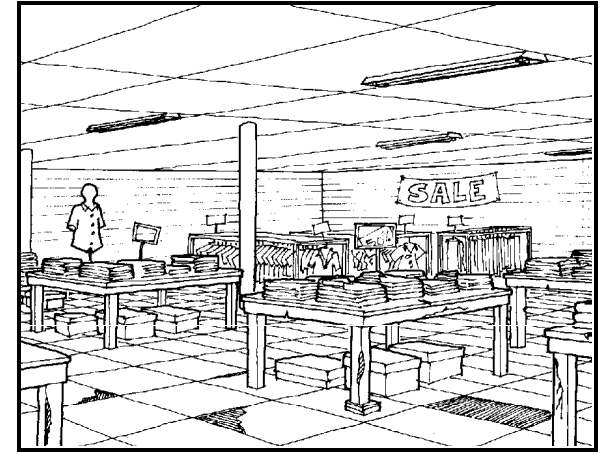
- Exchange activities located in enclosed shopping mall
- Modern, flexible facility design with quality materials in good repair
- Sprinkler and integrated emergency lighting
- Complete interior design of walls, ceiling and floor
- Heating, ventilation and air-conditioning system maintains normal comfort cooling and heating

AMBER



- Exchange activities located in retail area
- Walls, ceiling and floors in good repair
- No sprinklers; individual mounted emergency lights
- Interior columns and walls limit facility use
- Heating, ventilation and air-conditioning system has some areas outside of normal comfort cooling and heating

RED

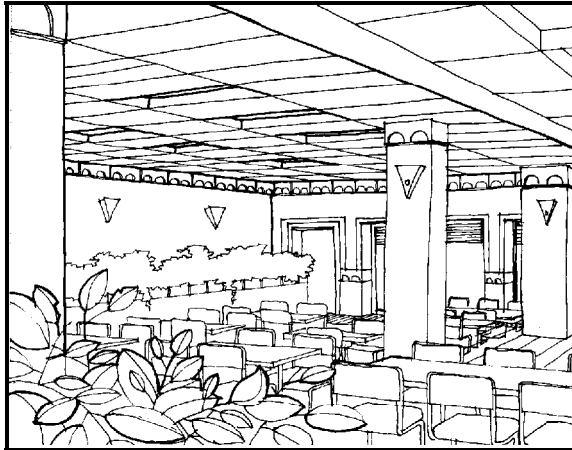


- Exchange activities scattered throughout installation
- Multiple interior walls with several separate sales areas
- No sprinkler system or fire alarm
- Walls, ceiling and floor cracked, worn or damaged
- Heating, ventilation and air-conditioning system does not maintain normal comfort cooling and heating

POST EXCHANGE STANDARDS BOOKLET

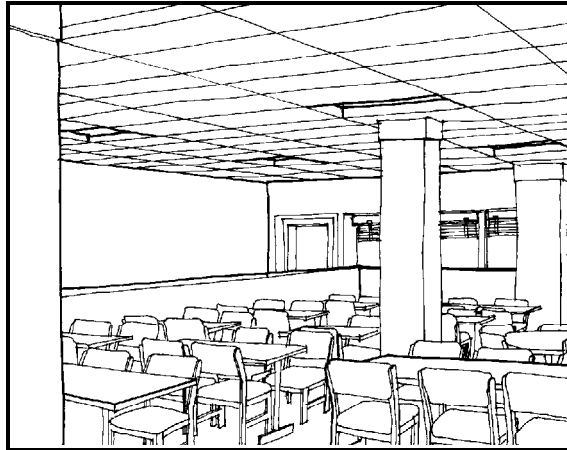
EATING FACILITIES

GREEN



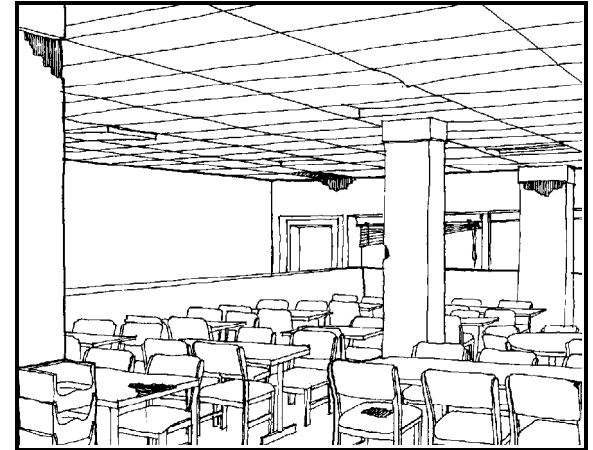
- Coordinated interior design for wall, ceiling, and floor of good quality
- Sufficient heating, cooling and ventilation
- Fully equipped kitchen and serving area
- Integrated lighting system with emergency lights

AMBER



- Wall, ceiling, and floor in good condition
- Air-conditioning by window unit
- Marginally equipped kitchen and service area
- Adequate light, emergency lights with battery

RED



- Wall, ceiling, and floor cracked, worn and damaged
- Inadequate heating, cooling and ventilation
- Incomplete kitchen and service area
- Poor lighting, no emergency lighting